

Michael P. Barrett

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Boardwalk Plaza Hotel
2 Olive Ave.
Rehoboth Beach, DE 19971

April 10, 2007

Dear Mr. Walsh,

I saw an ad on beachjobz.com for an assistant night manager at your hotel, and I would like to apply for the position. My professional and personal experience makes me a good candidate for the assistant night manager opening.

My time as a customer service representative at Best Buy helps to prepare me for your assistant manager opening. I learned to help talk people through their problems and needs, in order to find out what the best products would be for them. My boss at Best Buy, Jim Bergen, praised my customer service abilities, and has said that I could easily move into a management position.

Additionally, in my time as a Drexel University student, I have been a member of the Dragon Mentor Association, an organization that helps international students adapt to life in Philadelphia and on the Drexel campus. We provide the students with a friend that they can call anytime, and can show them some of the area's best spots. This has helped to make me comfortable talking to people of varying personalities and nationalities — a handy skill in a popular tourist area like Rehoboth Beach.

Thank you for considering me for the position. I look forward to speaking with you in the next couple weeks to discuss my qualifications further.

Sincerely,

Michael Barrett